



1997 CENSUS OF MINERAL INDUSTRIES
OIL AND GAS FIELD OPERATIONS

DUE DATE
FEBRUARY 12, 1998

If you have questions concerning this report, please call or write the Census Bureau. In any communication, be sure to refer to the 11-digit Census File Number (CFN) printed in the label to the right. Please return any correspondence with your completed report to:

BUREAU OF THE CENSUS
1201 East 10th Street
Jeffersonville, IN 47134-0001

Call for assistance, 8:00 a.m. to 8:00 p.m., Eastern Time, Monday through Friday:

1-800-233-6136

Please read the accompanying instructions before answering the questions.

(Please correct any errors in name, address, and ZIP Code.)

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau. By the same law, YOUR CENSUS REPORT IS CONFIDENTIAL. It may be seen only by Census Bureau employees and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

Item 1A. EMPLOYER IDENTIFICATION NUMBER
Is the Employer Identification Number (EIN) shown in the label the SAME as the one used for this establishment on its latest 1997 Employer's Quarterly Federal Tax Return, Treasury Form 941?

094 1 Yes
2 No - Report current EIN (9 digits) → -

Item 1B. PHYSICAL LOCATION - Answer part a if the operations of this establishment are physically located onshore. Answer part b if the operations are located offshore.

a. Onshore - Enter name of State, use 2-letter postal abbreviation. → 152

Item 1C. PRINCIPAL ACTIVITY - Mark (X) the ONE box which best describes the PRINCIPAL kind of business or industrial activity of this establishment.

070 1 Oil and gas field operations and services; minerals extraction, quarrying, production, exploration or mining contract services
2 Manufacturing
3 Construction
4 Wholesale operations
5 Retail operations
6 Other

If you have marked (X) in boxes 2 through 6, describe your principal activity below.

b. Offshore - Mark (X) ONE box - Refer to map on the last page of the instruction sheets to determine appropriate offshore area.

154 028860 Alaska offshore 818864 Atlantic offshore
068866 California offshore 828863 Northern Gulf of Mexico offshore
228866 Louisiana offshore 838862 Pacific offshore
488866 Texas offshore

Item 2. EMPLOYMENT IN 1997

	Key	Number
a. Number of PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS during pay period including the 12th of March (Include both full- and part-time employees)	301	
b. ALL OTHER EMPLOYEES (Pay period including March 12)	307	
c. Total (Sum of lines a and b)	308	

HOW TO REPORT

Report dollars and hours rounded to thousands. Be careful to enter your figures in the correct columns.

Example: If a figure is \$1,125,628 - Report → 1 126

If item value is equal to "0" (or less than \$500 or 500 hours) - Mark (X) → 0

Item 3A. ANNUAL PAYROLL IN 1997 (Exclude fringe benefits reported in item 3C)

	Key	Mil.	Thou.	Mark (X) if "0"
a. Annual production, development, and exploration workers' wages (For the type of employee reported in item 2, line a)	309			<input type="checkbox"/> 0
b. All other salaries and wages (For the type of employee reported in item 2, line b)	310			<input type="checkbox"/> 0
c. Total annual payroll (Sum of lines a and b)	311			<input type="checkbox"/> 0

Item 3B. FIRST QUARTER PAYROLL IN 1997 (Exclude fringe benefits)
Total payroll for the first quarter (January-March)

	315			<input type="checkbox"/> 0
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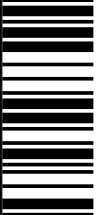
Item 3C. EMPLOYER'S COST FOR FRINGE BENEFITS (Annual supplemental labor costs)
Total legally required expenditures and payments for voluntary programs (Exclude from items 3A and 3B)

	314			<input type="checkbox"/> 0
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Item 4. HOURS WORKED BY PRODUCTION, DEVELOPMENT, AND EXPLORATION WORKERS IN 1997 (Annual)

Total annual hours worked by production, development, and exploration workers in 1997	320			<input type="checkbox"/> 0
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Item 5. Not applicable to this report.

Item 6. CAPITAL EXPENDITURES FOR BUILDINGS, MACHINERY AND EQUIPMENT, AND MINERAL EXPLORATION AND DEVELOPMENT	Key	Mil.	Thou.	Mark (X) if "0"
a. Capital expenditures for new and used buildings, structures, machinery, and equipment (excluding land)	272	\$		<input type="checkbox"/> 0
b. Capital expenditures for mineral exploration and development	273			<input type="checkbox"/> 0
c. Total capital expenditures (new and used) during the year (Sum of lines a and b)	350			<input type="checkbox"/> 0

Item 7. Not applicable to this report.

Item 8. TOTAL RENTAL PAYMENTS FOR THE YEAR (Including land)	Key	Mil.	Thou.	Mark (X) if "0"
a. Rental payments for buildings and other structures, including land	360	\$		<input type="checkbox"/> 0
b. Rental payments for machinery and equipment	361			<input type="checkbox"/> 0
c. Total (Sum of lines a and b)	362			<input type="checkbox"/> 0

Item 9A. CURRENT ACCOUNT EXPENDITURES DURING THE YEAR FOR MINERAL EXPLORATION AND DEVELOPMENT				
Total current operating expenses for exploration and development	287			<input type="checkbox"/> 0

Item 9B. Not applicable to this report.

Item 9C. COST OF PURCHASED COMMUNICATION SERVICES (TELEPHONE, DATA TRANSMISSION, FAX, ETC.)	Key	Mil.	Thou.	Mark (X) if "0"
	392	\$		<input type="checkbox"/> 0

Item 10. COST OF SUPPLIES AND CONTRACT WORK FOR 1997

INSTRUCTIONS

The figures reported should represent the total purchase cost of supplies, gas purchased for gas lift and repressuring, machinery installed, fuels, etc., actually used or processed during 1997. Include purchases, interplant transfers, and withdrawals from inventories.

Cost is delivered costs; i.e., the amount paid or payable after discounts and including freight and other direct charges incurred by the establishment in acquiring the materials. If there are no records of consumption, purchases may be reported instead if they do not differ significantly from the amounts actually used. Where consumption of major items differs significantly from purchases, consumption may be estimated by adding beginning inventories to the amount purchased and subtracting ending inventories.

See accompanying instructions for additional information.

	Key	Mil.	Thou.	Mark (X) if "0"
a. Cost of supplies used and purchased machinery installed (Report detail in item 17A)	321	\$		<input type="checkbox"/> 0
b. Cost of products bought and sold as such without further processing (Report sales in item 18B as resales)	322			<input type="checkbox"/> 0
c. Cost of purchased fuels consumed for heat, power, or the generation of electricity (Report detail in item 17B)	323			<input type="checkbox"/> 0
d. Cost of purchased electricity (Report quantity in item 11, line a)	324			<input type="checkbox"/> 0
e. Cost of contract work done for you by others	325			<input type="checkbox"/> 0
f. Total (Sum of lines a through e)	326			<input type="checkbox"/> 0

Item 11. QUANTITY OF ELECTRICITY	Key	Kilowatthours		Mark (X) if "0"
		Mil.	Thou.	
a. Purchased electricity (Quantity comparable to cost reported in item 10, line d)	327			<input type="checkbox"/> 0
b. Generated electricity (Gross less generating station use)	328			<input type="checkbox"/> 0
c. Electricity sold or transferred to other establishments (Included in item 11a or 11b)	329			<input type="checkbox"/> 0

CONTINUE WITH ITEM 12 ON PAGE 3

Item 17A. SUPPLIES USED AND PURCHASED MACHINERY INSTALLED DURING 1997

INSTRUCTIONS

Report delivered cost of individual items listed below which were used during 1997.

Include:

- Items listed below whether charged to current or capital accounts.
- Cost of items for which less than \$25,000 worth was used in "All other supplies," line 11.
- Supplies purchased by this establishment for use by companies performing contract work at this establishment.

Exclude:

- Associated labor costs of the kind reported in items 3A, 3B, and item 10, line e.
- Payments made for contract services performed, including payments for supplies and equipment furnished by the contractor incidental to this work.

For valuation, see instructions for item 10. If the information cannot be taken directly from your records, reasonable estimates are acceptable.

Line No.	Machinery installed and supplies used (A)	Census material code (B)	Received from other establishments of this company or purchased from others		
			Cost, including delivery cost (freight-in) (E)		
			574 Millions	Thou- sands	Dollars
1	PURCHASED MACHINERY INSTALLED, including mobile loading, transportation, and other equipment installed at the operation. Also include such equipment as exploration and well survey machinery; drilling rigs; flow tanks; oil and gas separators; pumping equipment; wellhead fittings; gauges; gas traps; control equipment; chokes; and trucks, cars, and other transportation equipment for use on lease. <i>(Include charges to both current and capital accounts)</i>	353020 1	\$		
2	PARTS AND ATTACHMENTS (except those listed elsewhere) for renewals and repairs	353030 0			
3	SUPPLIES USED Industrial chemicals, including acidizing materials (except drilling fluids)	280111 6			
4	Drilling fluids (drilling mud and drilling mud materials; mud thinners, thickeners, and purifiers)	289910 2			
5	Lubricating oils and greases, including hydraulic oils	290000 9			
6	Cement	324100 7			
7	Steel shapes and forms (except castings and forgings) such as casing, tubing, pipe, plates, sheets, piling, bars, wire, wire products, and structural shapes	331066 1			
8	Valves and pipe fittings	349020 8			
9	Drill bits and reamers	353010 2			
10	Water purchased	494100 1			
11	All other supplies (such as castings and forgings) – <i>List the three principal types of supplies included here.</i>	970098 0			
12	TOTAL Sum of lines 1–11 should equal item 10, line a (page 2)		\$		

CONTINUE WITH ITEM 17B ON PAGE 5

If not shown, please enter your 11-digit Census File Number from the address label on page 1	Census File Number
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Item 17B. FUELS USED DURING 1997

Line No.	Kind of fuel (Report total delivered cost, not cost per unit. Fuels received from other establishments of your company should be included at estimated market value. Adjust all gas volumes to a pressure base of 14.73 pounds absolute at 60°F.)		Census fuel code	Unit of measure for quantities	1997 consumption			
					Quantity	Cost, including delivery cost (freight-in)		
						(E)		
(A)			561 (B)	(C)	563 (D)	564 Millions	Thou- sands	Dollars
1	FUEL OIL	Distillate (light) grade numbers 1, 2, 4, and light diesel fuel	291141 0	↑ Barrels (42 gal)		\$		
2		Residual (heavy) grade numbers 5 and 6 and heavy diesel fuel	291151 9	↓				
3	Gas – natural, manufactured, and mixed		131159 6	Million cubic feet				
4	Gasoline		291111 3	Thousand gallons				
5	Other fuels – liquefied petroleum gas, coke, wood, and other		960018 0					
6	TOTAL Sum of lines 1 – 5 should equal item 10, line c (page 2)					\$		
7	Fuels Produced and Used at This Establishment for Power or Heat	Crude petroleum, including lease condensate	131106 7	Thousand barrels	563			
8		Natural gas	131108 3	Million cubic feet	563			

Item 18A. Not applicable to this report.

Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997

INSTRUCTIONS

<p>Report:</p> <ul style="list-style-type: none"> • Net total values f.o.b. wells after discounts and allowances and exclusive of freight charges and excise taxes. • Quantities in the unit of measure specified in column (C). • All crude petroleum figures in thousands of barrels. For example, if complete figure to be reported is 210,697 barrels, enter 211. • All natural gas figures in millions of cubic feet. For example, if complete figure is 310,293,000 cubic feet, enter 310. <p>Include:</p> <ul style="list-style-type: none"> • All products produced or physically shipped from this establishment in 1997. • Products shipped on consignment, whether or not sold at the end of 1997. • The entire output of wells operated by you, including royalty interests and subsidy payments. 	<p>Include: – Con.</p> <ul style="list-style-type: none"> • Material produced at this establishment and transferred for processing or use by your company at other establishments, such as your natural gas liquids plants, pipelines, petroleum refineries, other manufacturing establishments, or separate sales branches. • In the selling value, royalty, if any. <p>Line 2 – Report sales volumes from leases whose average daily production of crude petroleum and petroleum condensates per well did not exceed 10 barrels per day during the preceding calendar year. Reasonable estimates for the year are acceptable if data are not available from bookkeeping records.</p> <p>Lines 8–10 – Report total amounts received or due for oil and gas field contract work done during 1997, including receipts for supplies and equipment furnished by you incidental to this work. Exclude amounts received for work done prior to 1997. See instruction sheets for detailed list of items to be reported on line 10.</p>
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Line No.	Products and services		Census product code	Unit of measure for quantities	Products at wells and services performed			
					Quantity	Value, f.o.b. well		
						(E)		
(A)			581 (B)	(C)	583 (D)	584 Millions	Thou- sands	Dollars
1	Products	CRUDE PETROLEUM, INCLUDING LEASE CONDENSATE <i>(Report volumes corrected to 60°F.)</i>	13111 00 0	↑		\$		
2		Shipped		Thousand barrels				
3		From stripper well leases (included in line 1)	13111 04 2	↓				
4		LEASE CONDENSATE PRODUCED (also include in line 1) <i>(Report volumes corrected to 60°F.)</i>	13111 07 5					
4		NATURAL GAS <i>(Adjust volume to a pressure base of 14.73 pounds absolute at 60°F.)</i> Shipped to consumers (domestic, commercial, and industrial, including own refineries), distributors, transmission companies, and natural gas liquids plants operated by your company and operated by others, less any volume of residue gas returned to you for field or lease operations	13115 00 1	Million cubic feet				

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Item 18B. PRODUCTS AND SERVICES OF THIS ESTABLISHMENT DURING 1997 – Continued

Line No.	Products and services (A)		Census product code (B)	Unit of measure for quantities (C)	Products at wells and services performed				
					Quantity (D)	Value, f.o.b. well (E)			
						Millions	Thou- sands	Dollars	
			581		583	584			
5	ALL OTHER PRODUCTS OF THIS ESTABLISHMENT	<i>Describe and report separately the quantity and value of each product with a value of \$50,000 or more which cannot be assigned to lines 1-4 above. Specify unit of measure for quantity. For all remaining products, write "Other" and report a single total value.</i>							
			18				\$		
6			26						
7			34						
8	SERVICES PERFORMED FOR OTHER ESTABLISHMENTS	Drilling oil, gas, dry, or service wells	13810 11 4	Thousand feet					
9		Pumping wells but not operating leases	13890 35 5						
10		Other oil and gas field services – <i>Specify kind</i>	1389000 9						
11	RESALES	Sales of products bought and sold without further processing. The cost of such products should be reported in item 10, line b (page 2).	99989 00 6						
12	TOTAL value of shipments and receipts Sum of lines 1-11, column (E)		77000 00 8				\$		

Items 19 and 21. Not applicable to this report.

REMARKS – Please use this space for any explanations that may be essential in understanding your reported data.

Item 22. CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.

Name of person to contact regarding this report (<i>Print or type</i>)		Telephone	Area code	Number	Extension	
667	1	2				
Name of company		Address (<i>Number and street, city, State, ZIP Code</i>)				
Period covered	FROM: Month	Day	Year	TO: Month	Day	Year
	666	1		2		
Signature of authorized person			Title		Date	

1997 CENSUS OF MINERAL INDUSTRIES**INSTRUCTIONS FOR REPORTING OIL AND GAS FIELD OPERATIONS
FORM MI-1301****GENERAL INFORMATION**

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this questionnaire.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please write or call the Census Bureau as instructed on page 1 of the report form.

We estimate that it will take from 2 to 10 hours to complete this form, with almost 4 hours being the average. This includes time to read instructions, develop or assemble material, conduct tests, organize and review the information, and maintain and report the information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Associate Director for Administration/Comptroller, Attn: Paperwork Reduction Project 0607-0845 Room 3104, Federal Building 3, Bureau of the Census, Washington, DC 20233.

WHO SHOULD REPORT?

- Every concern which operated oil and gas wells, drilled such wells for its own account, or performed exploration work for oil and gas during any part of 1997 is required to submit a separate report on form MI-1301 for each State and each offshore area. See map and instructions on page 6 for description of offshore areas. **The report should be completed by the operator of the properties, whether the operator is the owner or is operating it under lease or contract.**
- If you have not received forms to cover each State or offshore area in which your company had oil and gas field activities as an operator in 1997, call or write the Census Bureau, describing the activity at the establishments for which you are requesting forms.
- Each report should be made on a gross basis for all properties operated. Exclude data for properties in which the company only owns an interest but that were operated by others.
- If this questionnaire does not pertain to your type of activity, complete all appropriate items, such as employment, payroll, shipments, etc., of this report. Describe your activities in Item 1C, Principal Activity.

WHAT IS A MINERAL ESTABLISHMENT?

An oil and gas mineral establishment is defined as representing all oil and gas field activities in one State or offshore area operated by the reporting company. A limited amount of prorating or estimating is acceptable when book records are not readily available.

Offshore Operations:

- See map and instructions on page 6 of these instruction sheets. Complete a separate report for offshore exploration, drilling, and production operations for each of the following areas in which your company had offshore operations:

– Alaska	– Atlantic
– California	– Northern Gulf of Mexico (except Texas and Louisiana)
– Louisiana	– Pacific (except Alaska and California)
– Texas	
- An offshore well is one that is bottomed at, or producing from, a point that lies seaward of the coastline. In general, the term "coastline" means the line of ordinary low water along that portion of the coast that is in direct contact with the open sea and the line marking the seaward limit of inland waters.

HOW TO REPORT FOR ESTABLISHMENTS WITH NO PRODUCTION DURING 1997

Return a completed report for any of your company's oil and gas field properties that had no production during 1997. Enter "0" in item 18B. Report information in the appropriate items, such as custodial employees, inventories, assets, or capital expenditures. The census includes sites under exploration and oil and gas fields under development or maintenance only.

WHAT ACTIVITIES SHOULD BE REPORTED?*Include:*

- activities in one State or offshore area of concerns that operated wells or performed oil and gas field work for their own account, such as:
 - exploration for oil and gas
 - drilling and operation of wells
 - repressuring oil and gas fields and separating and emulsion breaking at field tanks
 - operation of field dehydration and pressure maintenance plants (apart from natural gas liquids plants) and lease facilities (gas lift plants, water systems, water flooding, salt water disposal, etc.)
- receipts for services performed for others, such as:
 - exploration for oil and gas
 - drilling oil, gas, dry, and service wells; and drilling water wells for oil-field use
 - building lease tanks and running and pulling casing
 - cementing and shooting wells
 - installing production equipment and offshore platforms
- other associated activities **when carried on primarily for oil and gas field operations**, such as:
 - generating electricity for oil and gas field use
 - maintenance of equipment
 - receiving, shipping, storage, research, recordkeeping, health, safety, cafeteria, and other services

Exclude:

- operation of company stores, boardinghouses, bunkhouses, and recreational facilities
- separate sales branches, research laboratories, and general administrative offices. Report these on appropriate Census of Business, Census of Manufactures, or central office or auxiliary forms
- operation of natural gas liquids plants, pipelines, petroleum refineries, natural gas distribution systems, bulk tank stations, and filling stations

WHAT PERIOD SHOULD EACH REPORT COVER?

- Each report should cover the calendar year 1997.
- If book records are not on a calendar-year basis, carefully prepared estimates are acceptable.
- If your fiscal year covers at least 10 months of calendar year 1997, and reporting on a calendar-year basis involves considerable cost, you may report on a fiscal-year basis. However, all payroll and hours-worked figures should relate to the calendar year rather than the fiscal year. (Use calendar-year payroll records from your tax records.)
- If an establishment began to operate or ceased to operate during 1997, report only the part of the year that the establishment was in operation.
- If the operator changed during the year, report only for that part of the year that your company operated the establishment. Report in item 15 the appropriate information on changes in **operator** or operations.
- Specify in the certification, item 22, the exact period that the report covers.

FOR MULTIESTABLISHMENT COMPANIES

If any of the items requested are maintained in your records only at a divisional or company level, allocate their costs to each establishment for which you received a questionnaire. When determining transfer values of products and materials from one establishment to another (interplant transfers), include, in addition to direct costs of production, a reasonable proportion of "all other costs (company overhead) and profits." The establishments receiving such transfers should report them as purchased supplies, fuels, or electric energy at the same value plus cost of freight and other direct handling charges. (See item 10.) For example, report such transfer values for crude petroleum transferred to your company's refineries and for natural gas transferred to your company's natural gas liquids plants.

SPECIFIC ITEMS

Item 1B – Physical Location of Establishment

Refer to the map and instructions on page 6 if this report covers offshore operations.

Item 2 – Employment in 1997

Include:

- all full- and part-time employees on the payroll of this establishment during any part of the pay period that includes the 12th of March
- persons on paid sick leave, paid holidays, and paid vacations
- officers of the establishment, if a corporation
- persons at a general office serving oil and gas field operations
- a distribution of those who work in units that serve natural gas liquids production, petroleum refining, manufacturing, wholesale, or trade operations in addition to the oil and gas fields (examples: medical staff, yard-persons). Also, distribute the earnings and hours worked of these employees among the respective establishments

Exclude:

- members of Armed Forces and pensioners carried on your active rolls
- proprietor or partners, if an unincorporated concern
- those who performed work for you but were on the payroll of another employer (such as employees of contractors or subcontractors)
- general office employees reported on Form AU-9200, "Auxiliary Establishment Report"

Item 2, Line a – Production, Development, and Exploration Workers

Include:

- workers (up through the working-supervisor level) engaged in services closely associated with production and development operations such as:
 - manual work
 - tools use and machine operation
 - materials and products loading and hauling
 - mineral properties care
 - exploration and development work
 - storage, shipping, maintenance, repair, and guard services
 - auxiliary production for own use (e.g., power plant)
 - recordkeeping

Exclude:

- supervisory employees above the working-supervisor level
- employees of contractors or subcontractors

Item 2, Line b – All Other Employees

Include:

- nonproduction personnel at this establishment engaged in supervision above the working-supervisor level and employees engaged in activities such as:
 - sales, advertising, purchasing, finance
 - highway trucking and other transportation
 - credit, collection, executive, legal, clerical, and routine office functions
 - personnel (including cafeteria, medical, etc.)
 - professional (engineers, geologists, etc.) and technical work
- force-account construction employees on your payroll engaged in construction of major additions or alterations to your facilities who are utilized as a separate workforce

Exclude employees of contractors or subcontractors.

Item 3A – Annual Payroll in 1997

Report the gross earnings paid in calendar year 1997 to employees of this establishment prior to such deductions as employee's Social Security contributions, withholding taxes, group insurance premiums, union dues, and savings bonds.

Include:

- commissions, dismissal pay, and paid bonuses
- employee contributions to pension plans such as a 401(k) plan
- vacation and sick-leave pay
- cash equivalent of compensation paid in kind such as:
 - board and housing
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- salaries of officers of this establishment, if a corporation

Exclude:

- payments to proprietor or partners, if an unincorporated concern
- payments to members of Armed Forces and pensioners carried on your active payroll
- royalty payments to unions
- payments to contractors or subcontractors who performed work for you (report such payments in item 10, line e.)

Item 3C – Employer's Cost for Fringe Benefits

Include:

- employer contributions for all programs required under Federal and State legislation such as:
 - Federal Old Age and Survivors' Insurance
 - unemployment compensation
 - Workers' compensation
 - legally required State temporary disability payments
- insurance premiums on hospital and medical plans
- life insurance premiums
- premiums on supplementary accident and sickness insurance
- union negotiated contracts
- programs supported by joint employer-employee contributions
- items generally considered as deferred rather than current income to employees and not subject to withholding tax such as:
 - all pension plans regardless of method of administration
 - supplemental unemployment compensation plans
 - welfare plans
 - stock purchase plans in which the employer payment is not subject to withholding tax
 - deferred profit sharing plans
- payments made directly to retired employees or their survivors that do not pass through a fund

When reporting payments for insurance, report net payments, i.e., gross payments less any offsetting dividends, refunds, or other reductions in premiums.

Exclude:

- losses on company-operated cafeterias and snack bars
- cost of in-plant medical services
- cost of free parking lots
- discounts on employee purchases
- cost of uniforms and other work clothing supplied to employees and similar expenditures
- wages and salaries reported in item 3A such as:
 - holidays, vacations, unused vacation, and sick pay
 - bonuses, night shift bonuses, and suggestion awards
 - jury pay
 - payments in the form of shared profits and special stock purchases that are subject to withholding tax
- payments to employees out of a fund to which payments or allocations are made by the company

INSTRUCTIONS FOR REPORTING OIL AND GAS FIELD OPERATIONS
FORM MI-1301 – Continued

Item 4 – Hours Worked by Production, Development, and Exploration Workers

An hour worked is defined as the work of one person for 1 hour. Report figures from actual records of hours worked wherever available. If no records of hours worked were kept, estimate hours worked from payroll or other records.

Include:

- all hours worked or paid (except hours paid for vacations, holidays, or sick leave)
- overtime hours (report as actual hours worked, not straight-time equivalent hours)
- actual hours worked by an employee who elects to work during a vacation period
- all hours worked at this establishment for the entire year by all full-time and part-time production, development, and exploration workers reported in item 2, line a

Exclude:

- hours worked by employees of contractors or subcontractors
- hours of proprietors or partners

Item 6 – Capital Expenditures for Buildings, Machinery and Equipment, and Mineral Exploration and Development

Report the actual capital outlays during 1997, not the final value of buildings or other structures completed or equipment put in place during the year. (These expenditures are of the type for which depreciation or amortization accounts are ordinarily maintained.)

- Capital expenditures during 1997 may be determined by the following computation:
 - (a) cost of additions or exploration and development completed during the year, plus
 - (b) work-in-progress at the end of the year, minus
 - (c) work-in-progress at the beginning of the year.
- Include labor and installation costs whether on contract or by your own forces.
- Exclude the cost of maintenance and repairs charged as current operating expense.

Item 6, Line a – Capital Expenditures for New and Used Buildings, Structures, Machinery, and Equipment

Include:

- buildings and structures directly related to mineral exploration, development, and production
- machinery such as hoists, cranes, crushers, separators, and power plants
- values from construction by your own employees, where capitalized
- exploration, development, and production machinery; transportation and office equipment
- equipment such as excavators, loaders, locomotives, tractors, hoists, drills, compressors, pumps, and treatment plant machinery, as well as furniture and fixtures for offices, cafeterias, and change rooms
- value of equipment produced and used at this establishment
- all production, loading, transportation, and similar equipment for use at the operation
- automobiles, trucks, and similar equipment
- replacements as well as additions to new capacity
- value of improvements and capitalized repairs to machinery and equipment including those done to assets transferred from other establishments of this company

Include: – Con.

- expenditures at this establishment for old or existing plants and for secondhand equipment acquired from others (including the U.S. Government)
- gross book value of machinery or equipment transferred from other establishments of your company

Exclude:

- company houses and general recreational facilities
- value of land

Item 6, Line b – Capital Expenditures for Mineral Exploration and Development

Include:

- all intangible development and exploration outlays that were charged to a capital or Office of Minerals Exploration account
- capitalized expenditures for entries, shafts, rail and other road construction, test boring, surveying, etc.
- capitalized expenditures for oil and gas field exploration and for drilling oil, gas, dry, and service wells through completion of the well

Item 8 – Rental Payments During the Year

Report rental payments made to other companies for use of depreciable assets such as buildings, other structures, machinery, and equipment. Include rental payments for land.

Multiestablishment Companies

- If this establishment is part of a multiestablishment company and the establishment maintains a tenant relationship with the parent company or one of its subsidiaries and pays "rent" for the use of either its buildings or equipment, exclude the value of this rent from Item 8, Rental Payments.
- If this establishment uses buildings or equipment rented directly from other companies, but rental payments are handled centrally at a company or division level, report the share of overhead charged to this establishment or estimate the share of rental charges appropriate to the operations of this establishment in item 8.

Establishments Involved With Leasing Arrangements for Equipment and/or Buildings

- Report leased equipment according to the type of lease negotiated with the producer or the lessor.
- Capital Leases (as defined by the Financial Accounting Standards Board (FASB))
 - consider original cost or market value of that equipment and building as a value of fixed assets. Do not report the periodic payments made to the lessor in the rental section.
 - report cost (at market value) of acquisitions of building and equipment during the year as a capital expenditure
- Operating Leases – report the periodic payments made to the producer or lessor in the rental section (item 8).

Item 8, Line a – Rental Payments for Buildings and Other Structures, Including Land

Include rental payments for the land on which the buildings and other structures stand.

Item 8, Line b – Rental Payments for Machinery and Equipment

Include rental payments for all production, loading, and transportation machinery and equipment for use at the operation.

Item 9A – Current Account Expenditures During the Year for Mineral Exploration and Development

Include:

- expenses for oil and gas field development and exploration charged to current accounts, such as:
 - all supplies, machinery, equipment, parts, fuel, power, etc., used for development or exploration (whether purchased or received from other establishments of your company) and charged as current operating expenses
 - cost of maintenance and repairs associated with development or exploration activity that is charged to current accounts
- labor costs whether on a contract basis or by your own forces associated with exploration and development
- intangible development and exploration outlays charged to a current account

Exclude lease rents.

Item 10 – Cost of Supplies and Contract Work

Include:

- all materials received for consumption
- costs chargeable to the operation whether borne by the operator or some other party holding a working interest in the property
- items charged to both the current and capital accounts
- items consumed during 1997 although purchased earlier
- gas purchased from others for gas lift
- supplies consumed for production, drilling, development, exploration, maintenance, and repair of plant and equipment, or in-plant construction
- supplies furnished without charge to contractors or sold to employees for use on the oil and gas properties covered by this report
- fuels and electric energy consumed and cost of products resold
- contract work

Exclude:

- supplies received during 1997 that were not consumed
- services such as advertising, telephone, fax, cable, insurance, development, and research rendered by other establishments
- services of engineering, management, marketing, legal, and other professional consultants, etc.
- depreciation and depletion charges against plant and equipment
- rent and rental allowances, interest payments, royalties, and use of patent fees
- supplies, parts, or machinery produced at this establishment
- extraordinary losses such as fire and flood
- labor costs of your employees (report these labor costs in items 3A and 3B)

Multiestablishment Companies

- If supplies, gas purchased for gas lift, machinery installed, fuels, and electric energy are received from other establishments of your company, check the cost against the values reported by the establishment transferring the supply (see instructions for Multiestablishment Companies on page 1). Add freight and other direct handling charges.

Item 10, Line a – Cost of Supplies Used and Purchased Machinery Installed

Include:

- (The following list is shown only as an example; it should not be considered a complete list.)

<ul style="list-style-type: none"> – bearings – bolts, screws, and nuts – casing – cement – clay – drill bits and reamers – drilling fluid materials – first aid and safety supplies – gears and pinions – handtools – hardware – lubricating oils – lumber and timber purchased 	<ul style="list-style-type: none"> – piling – pipe and fittings – plates, sheets, and tubing – pumps – rods, bars, and fixtures – stationery, stamps, and office supplies – sulfuric acid – tools, dies, and jigs – water purchased – welding rods, electrodes, and acetylene – wire, cable, and chain
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Include: – Con.

- all new and used machinery, equipment, and parts installed whether purchased or received from other establishments of your company
- physical goods used or put into production
- gas purchased or rented for gas lift and repressuring

Exclude services used or overhead charges. Report services performed for you by others in item 10, line e.

Item 10, Line b – Cost of Products Bought and Sold Without Further Processing

Include:

- cost of all products bought and resold in the same condition as when purchased
- total value of all products resold in item 18B on the line for "Resales"

Exclude oil or gas purchased for resale.

Item 10, Line c – Cost of Purchased Fuels Consumed

Report the total amount actually paid or payable for all purchased fuels consumed.

Include:

- fuels consumed at this establishment, but produced at another establishment of your company, in items 10, line c and 17B. Assign commercial values to them
- fuel used to power onsite trucks, forklifts, or motor vehicles
- anthracite, lignite, bituminous and subbituminous coal, coke, natural and manufactured gas, gasoline, wood, purchased steam, and all other fuels

Exclude:

- gas purchased for gas lift
- crude petroleum and natural gas produced at this establishment and used for power or heat (report this in item 17B, lines 7 and 8)

Item 10, Line d – Cost of Purchased Electricity

Report total amount actually paid or payable for electric energy purchased during 1997 from other companies or received from other establishments of your company.

Exclude value of electricity generated and used at this establishment, but report its quantity in item 11, line b.

Item 10, Line e – Cost of Contract Work Done for You by Others

Include:

- payments for supplies and equipment furnished by the contractor incidental to the contract work as well as payments to drilling contractors and subcontractors
- payments for services of contractors and their labor forces for remedial and maintenance services, geophysical exploration, and other oil and gas operations
- an estimate of the value of the service if part of the payment to a contractor was in oil and gas produced or lease working interest

Item 11 – Quantity of Electricity

Report all quantities of electricity in thousands of kilowatthours.

Item 11, Line a – Purchased Electricity

Report the quantity of electricity for which the cost is reported in item 10, line d.

Item 11, Line b – Generated Electricity

When a figure is reported on this line, include data relating to the activity of the power stations in other sections of this report. For example, include the number of employees assigned to the power station, their wages, and hours worked in the figures reported in items 2, 3, and 4, and the cost of fuels used to generate electricity, in items 10, line c and 17B.

Include energy generated at the drilling site that was used for lighting or other purposes.

INSTRUCTIONS FOR REPORTING OIL AND GAS FIELD OPERATIONS
FORM MI-1301 – Continued

Item 11, Line c – Electricity Sold or Transferred

Include:

- quantity of electric energy that was also included in item 11, lines a and b, but was sold to other companies or transferred to other establishments of your company
- value of electricity sold in item 18B on "All other products" line

Item 12 – Inventories of This Establishment At End of Year

Include:

- the value of all inventories that are attributable to the establishment's operations regardless of where the inventories are held or stored
- for multiestablishment companies:
 - an assignment of the value of inventories that the establishment is responsible for, as if it owned them
 - the value of inventories held elsewhere for this establishment (centrally located stockpile, warehouse, etc.), and *exclude* the value from the report of the establishment where they are actually stored

Item 12, Line a – Inventories; Crude Petroleum, Including Lease Condensate

Include:

- stocks of raw products awaiting treatment that were produced at this establishment
- stockpiles of products ready for shipment

Item 12, Line b – Inventories; Supplies, Parts, Fuels, Etc.

Include cost of items to be used for extracting or treating.

Item 12, Line d

The sum of item 12, lines d(1) and d(2) should equal the total inventories reported in item 12, line c.

Item 12, Line e(1)

LIFO reserve represents the excess of current period cost over the LIFO carrying value. LIFO reserve is the difference between the current cost (e.g., FIFO) of inventories (gross value) and the LIFO carrying value (net value).

Item 17A – Supplies Used and Purchased Machinery Installed During 1997

Include:

- separate figures for each item listed, unless it is an integral part of another piece of equipment and is not recorded separately. Then the item may be reported with the total cost of the equipment
- amounts actually paid or payable after discounts; include freight and direct charges incurred in acquiring the quantities of the listed items during 1997
- values as described in instructions for multiestablishments on page 1, for supply items transferred from other establishments of this company

Purchased Machinery Installed

Include:

- all new and used machinery and equipment that were purchased, or that were received from other establishments of your company whether charged to current or capital accounts
- machinery charged to the capital account in item 6, as well as here

Exclude such items as casing, tubing, and pipe, but report them in item 17A, line 7.

Item 17B – Fuels Used During 1997

Include:

- fuels that were purchased or transferred from outside of the defined boundaries of the establishment where they were consumed, for the production of heat, power, or generated electricity
- quantities of crude petroleum and natural gas produced and used for power or heat at the operations covered by this report in lines 7 and 8
- all fuels purchased from other companies or transferred from other establishments of your company and used at this establishment

Exclude gas purchased for gas lift.

Cost is delivered cost, the amount paid or payable after discounts, including freight and other direct charges incurred by the establishment in acquiring the fuels.

Conversions:

- fuel oil: 42 gallons = 1 barrel
- natural gas: 10,000 therms = 1 million cubic feet
- manufactured gas: 6,000 therms = 1 million cubic feet

Item 18B – Products and Services of This Establishment During 1997

Line 10 – Other Oil and Gas Field Services

Include:

Abandoning wells, oil and gas field	Hydraulic fracturing
Acidizing and other chemical treatment of wells	Installing production equipment
Building board roads	Lease maintenance
Building rigs	Oil and gas well shooting
Building offshore drilling islands	Perforating well casing
Cementing wells	Pipe testing
Cleaning out, bailing out, or swabbing wells	Pipeline construction on leases; construction of gathering lines to point where distribution company takes over
Clearing locations	Plugging wells
Crane work – on leases	Preparation of drilling sites
Dirt work, oil or gas fields	Reworking wells
Dredging canals and driving keyways	Rolling pipe, leveling, etc.
Drilling in, spudding in, and tailing in	Roustabout work
Drilling ratholes and mouseholes	Running, cutting, and pulling casing, tubes or rods
Erecting, cleaning, repairing, or dismantling lease tanks	Saltwater disposal systems
Excavating slush pits or cellars	Sandblasting pipelines
Exploration, including geophysical	Servicing wells
Fishing for tools	Vacuum truck service
Flooding and water injection	Water well drilling (on leases)
General oil field contracting	Well surveying and well logging

CONTINUE WITH ITEM 1B INSTRUCTIONS ON PAGE 6

Item 1B - Physical Location of Establishment

If this report covers offshore operations, refer to the instructions and map below, and mark (X) the appropriate offshore area in item 1Bb.

State offshore includes the areas extending from the coastline up to 3 geographical miles distance except for Texas and Florida which extend 3 marine leagues from the coastline in the Gulf of Mexico.

Include with Alaska, Louisiana, Texas, and California offshore, operations on all those State offshore leases and all Federal offshore leases defined by the State plane coordinate systems.

For Florida, both State and Federal offshore areas are differentiated into either Northern Gulf of Mexico or Atlantic waters.

Alaska Offshore

Include:

- Alaska Federal
- Alaska State (including Upper Cook Inlet even though these waters are legally inland)

California Offshore

Include:

- California Federal areas defined by State plane coordinate systems (Channel Islands Zones 6A, B, C, D, and E)
- California State

Louisiana Offshore

Include:

- Louisiana Federal areas defined by State plane coordinate systems
- Louisiana State

Texas Offshore

Include:

- Texas Federal areas defined by State plane coordinate systems
- Texas State

Atlantic Offshore

Include:

- Atlantic Federal
- New Hampshire State
- Maine State
- Massachusetts State
- Connecticut State
- New York State
- New Jersey State
- Delaware State
- Maryland State
- Virginia State
- North Carolina State
- South Carolina State
- Georgia State
- Florida State Atlantic

Northern Gulf of Mexico Offshore

Include:

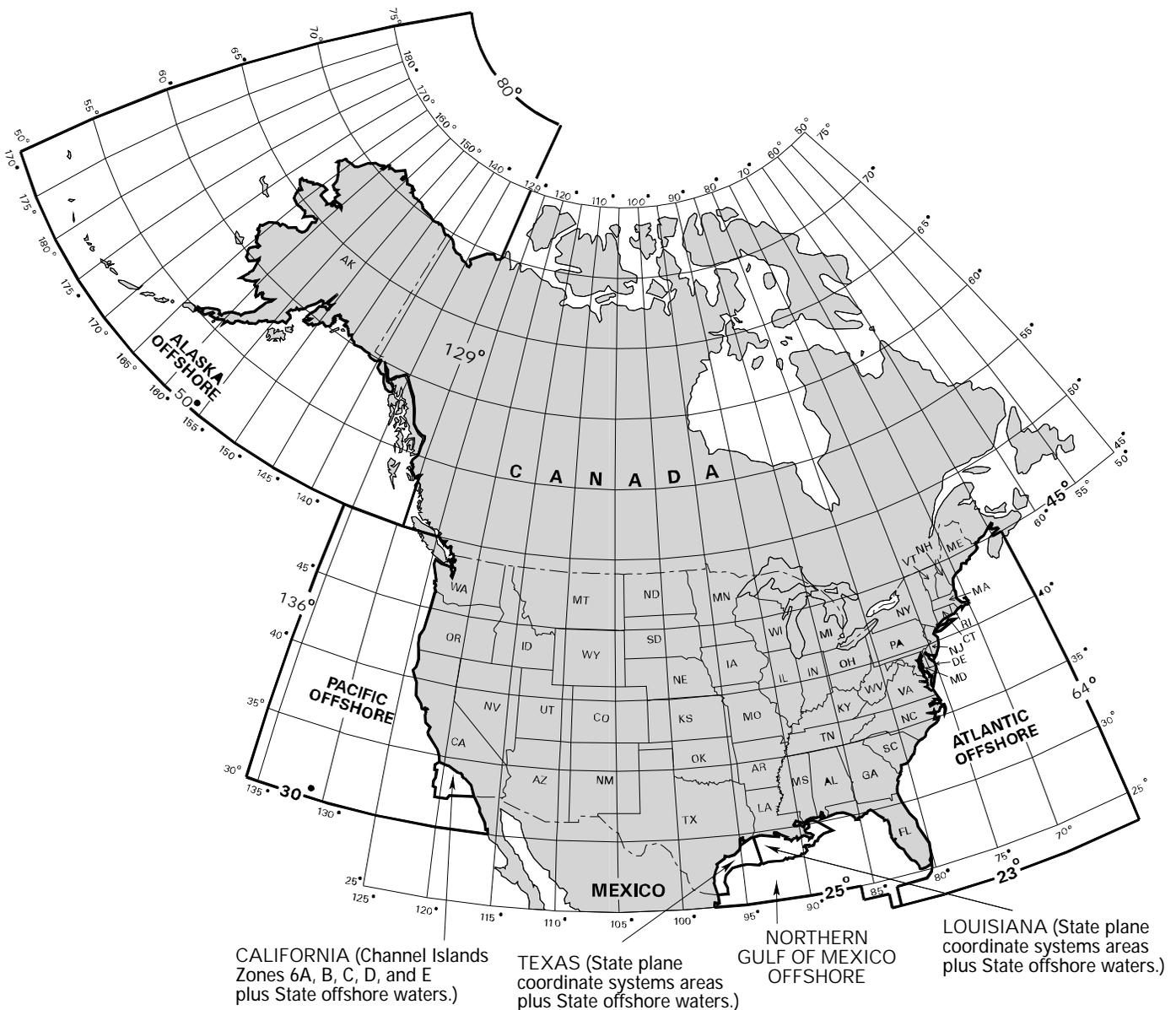
- Northern Gulf of Mexico Federal Areas defined by the Universal Transverse Mercator Coordinate System (including areas generally South of the State plane coordinate systems of Louisiana and Texas)
- Mississippi State
- Alabama State
- Florida State Gulf

Pacific Offshore

Include:

- Pacific Federal areas defined by Universal Transverse Mercator Coordinate System
- Oregon State
- Washington State

OFFSHORE AREA MAP



NOTE: This map demarcates establishment boundaries for the statistical purpose of the Census of Mineral Industries. It is in no way intended to imply legal boundaries between individual States or between the United States and other countries.